

Identify Your Skills

Ninety percent of people interviewed cannot answer “Why should I Hire you?” The odds are against you in getting the job if you can’t successfully identify and communicate your skills to potential employers.

There are three basic types of skills: adaptive, transferable and job-related. All three are important in identifying your range of skills.

Adaptive Skills

This type of skill:

- Describes your personality, traits and characteristics
- Allows you to adapt to new situations
- Makes a good worker

Review the following list and put a check beside any skills you have. Key Skills are ones employers find particularly important. If one or more of the Key Skills apply to you, mentioning them in an interview can help you greatly.

Key Skills

- | | | |
|------------------------------------------|-----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Good attendance | <input type="checkbox"/> Arrive on time | <input type="checkbox"/> Hardworking |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Team player | <input type="checkbox"/> Quick learner |

Other Skills

- | | | | |
|-------------------------------------------|---------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Efficient | <input type="checkbox"/> Competent | <input type="checkbox"/> Open-minded |
| <input type="checkbox"/> Results-oriented | <input type="checkbox"/> Mature | <input type="checkbox"/> Reliable | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Tactful | <input type="checkbox"/> Independent | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Humble | <input type="checkbox"/> Well-organized | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Practical | <input type="checkbox"/> Energetic | <input type="checkbox"/> Resourceful | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Quick-learning | <input type="checkbox"/> Methodical | <input type="checkbox"/> Flexible | <input type="checkbox"/> Intelligent |
| <input type="checkbox"/> Persistent | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Conscientious | <input type="checkbox"/> Humorous |

Your Top Three Adaptive Skills

Review the Adaptive Skills Checklist carefully. Select three skills you checked that you think are most important to an employer. List these skills below. They are some of the most important things to bring up in an interview:

1. _____
2. _____
3. _____

Transferable Skills

These skills:

- Can be used in a variety of jobs
- Are often called “universal” skills
- Can be transferred from one job to another

Review the following list and put a check beside any skills you have. Remember, however, this list doesn't begin to cover the hundreds of skills you have learned and used at home and in school, hobbies, leisure activities, volunteer and paid jobs. Again, the Key Skills are the ones employers find particularly important.

Key Skills

- | | | |
|------------------------------------------|--------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Writing | <input type="checkbox"/> Forecasting | <input type="checkbox"/> Negotiation skills |
| <input type="checkbox"/> Analyzing | <input type="checkbox"/> Managing | <input type="checkbox"/> Proofreading and editing |
| <input type="checkbox"/> Researching | <input type="checkbox"/> Computer literacy | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Organizing | <input type="checkbox"/> Bi-lingual | <input type="checkbox"/> Interviewing |
| <input type="checkbox"/> Delegating | <input type="checkbox"/> Coordinate | <input type="checkbox"/> Decision-Making |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Teach or Train | |

Other Skills

- | | | | |
|---------------------------------------|---------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Categorizing | <input type="checkbox"/> Integrating | <input type="checkbox"/> Evaluating | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Collecting | <input type="checkbox"/> Operating | <input type="checkbox"/> Investigating | <input type="checkbox"/> Advising |
| <input type="checkbox"/> Compiling | <input type="checkbox"/> Measuring | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Administering |
| <input type="checkbox"/> Maintaining | <input type="checkbox"/> Programming | <input type="checkbox"/> Calculating | <input type="checkbox"/> Persuading |
| <input type="checkbox"/> Monitoring | <input type="checkbox"/> Repairing | <input type="checkbox"/> Computing | <input type="checkbox"/> Designing |
| <input type="checkbox"/> Assembling | <input type="checkbox"/> Articulating | <input type="checkbox"/> Locating | <input type="checkbox"/> Hiring |
| <input type="checkbox"/> Constructing | <input type="checkbox"/> Inspecting | <input type="checkbox"/> information | |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Achieving | <input type="checkbox"/> Checking for | |
| <input type="checkbox"/> Installing | <input type="checkbox"/> results | <input type="checkbox"/> accuracy | |

Your Top Five Transferable Skills

Carefully review your list of transferable skills. Then select the top five skills you want to use in your next job and list them below.

1. _____
2. _____
3. _____
4. _____
5. _____

Job-related Skills

These skills:

- Are required for a particular job
- Usually require some training or experience
- Are often used for screening applicants

Use the space below to list the special Job-related Skills you have from previous jobs, hobbies, training or other life experiences.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

The Top Skills Employers Want

To illustrate how highly employers value adaptive and transferable skills, here is a list of the top skills employers want in the people they hire. This information came from a study of employers conducted jointly by the U.S. Department of Labor and the American Association of Counseling and Development. Note that all skills are either adaptive or transferable.

- | | | |
|---------------------------|------------------------------|---------------------------|
| ▪ Communication skills | ▪ Interpersonal skills | ▪ Multicultural awareness |
| ▪ Related work experience | ▪ Flexibility & adaptability | ▪ Loyalty |
| ▪ Honesty & integrity | ▪ Analytical skills | ▪ Professionalism |
| ▪ Teamwork | ▪ Computer skills | ▪ Leadership & management |
| ▪ Organizational skills | ▪ Motivation & initiative | |